



## Southern California Association of Governments

### Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

## Member Relations Officer - # 329

(GOVERNMENT AFFAIRS ANALYST)

**\$50,466 - \$75,706 annually**

**Typical Hiring Range: \$50,466 - \$63,096 annually**

**Open Until Filled. First Review of Applications is Friday, July 20, 2007**

### THE POSITION

SCAG currently has two Member Relations Officer positions open. Under direction, the Officers will perform journey-level member relations activities at the grass roots level in assigned territories. One position will service the area around Los Angeles and the other in the Inland Empire and/or Imperial County region. The primary functions will include communications and outreach on SCAG's policies, plans and programs; monitor SCAG's member relations/outreach programs; ensure steady and smooth flow of communications with partners and constituencies; make presentations, perform conflict resolution; coordinate intra-regional and inter-regional meetings involving assigned territory. Travel required.

### THE IDEAL CANDIDATE...

- Is dynamic, results-oriented with backgrounds in public relations, non-profit organizations, public affairs and campaign/issues management within the greater Los Angeles region or the Inland Empire/ Imperial County area
- Highly organized and at ease in the political arena
- Possesses unquestionable integrity
- Has the ability to work collaboratively to affect outcomes based on principles of effective coalition building and strategic alliances
- Is a strategist who inspires confidence in resolving regional challenges and enjoy providing out-front and behind the scenes leadership
- Outstanding oral and written communication skills are essential

### DESCRIPTION OF DUTIES

- Communicate SCAG's policies, plans and programs through discussions, presentations and outreach materials on an on-going basis to various organizations in the assigned territory including local governments, key community and interest groups and district staff of congress members and the state legislature.
- Serve as SCAG's spokesperson and actively participate at meetings of Regional Council, policy and technical committees, county transportation commissions and others.
- Perform sub-regional relations and conflict resolution and outreach as needed.
- Advise Manager of Member Relations on significant agenda items and actions and inform of critical issues

affecting SCAG in the sub-regions and actions needed, follow-up on meetings, correspondence, reports.

- Provide recommendations to improve SCAG's relationships, outreach efforts and overall communications strategy with organizations within the sub-region.
- Conduct or assist in the conducting of outreach efforts related to major SCAG initiatives such as the Regional Transportation Plan, Compass, etc.
- Recommend strategies for increasing SCAG's membership and work with non-member cities to join SCAG.
- Maintain positive relations with SCAG employees, elected officials, SCAG's partners, and others.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in political science, public administration, business administration, or a related field and two years of experience in public affairs, communications, public outreach or public campaigns or legislative advocacy. A Master's degree is desirable.

**Knowledge of:** Public relations, media advocacy and community affairs; applicable laws, policies and functions associated with SCAG or related Metropolitan Planning Organizations and the geo-political sub-divisions and issues in the SCAG region; organizational and management practices as applied to the analysis, evaluation, development and implementation of public outreach programs, policies and procedures; grass roots organizing concepts and techniques; community political organizing techniques; trends in transportation, housing or environmental issues; state and federal legislative processes and procedures; local, regional, state, and federal public policies related to transportation, housing, land use and environmental issues; research and reporting methods, techniques and procedures; principles and ethics of legislative advocacy; computer software.

**Ability to:** Speak, write and communicate effectively; establish and maintain strong working relationships at all levels with a wide variety of people; conduct research, analyze, and evaluate outreach and communications strategies, policies, and procedures; prepare clear and concise presentations, correspondence and reports on a variety of issues; conduct research on a wide variety of legislative and regulatory topics; plan, organize, and carry out assignments from management

staff with minimal supervision and direction; interpret and apply federal, state, and local policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

**Special Requirements:** Possession, or ability to obtain, an appropriate, valid driver's license; ability to work in a standard office environment; ability to travel to different sites and locations.

#### **APPLICATION AND SELECTION PROCEDURE**

Applicants must submit a completed SCAG application with a resume and cover letter. **Please include location choice (Los Angeles, Riverside or both) on the application following the recruitment number.** Please send to:

#### **Southern California Association of Governments**

Attn: Human Resources  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017  
(213) 236-1998  
[www.scag.ca.gov](http://www.scag.ca.gov)

All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written exam (qualifying), panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

#### **EMPLOYMENT INFORMATION**

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

Candidates who successfully pass the selection process will be placed on a list of eligible candidates. As vacancies occur, the list of eligible candidates will be submitted to the requesting department for consideration.

#### **EMPLOYEE PROGRAMS AND BENEFITS**

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.

- **Vacation:** Employees earn 3.0769 hours per payroll period, depending on length of experience.
- **Sick Leave:** Employees earn 3.6923 hours every payroll period.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

#### **THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of over 15 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment, and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. SCAG also has a satellite office located in downtown Riverside surrounded by historical landmarks, beautiful landscapes, gardens, and the main street mall.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.